

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	IV Encumbrances	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	1 - Requisitions	REVISION DATE:	July 1, 1993
SUBJECT:	Policy	PAGE:	1 of 1

WiSMART REQUISITIONS

WiSMART allows agencies to pre-encumber funds for future procurements using the requisition (RQ). See Record a Requisition in the WiSMART Procedures Manual for data entry information. The requisition earmarks the money for the purchase without affecting fund availability. It is a memo transaction which allows agencies to identify how they may want to use their funds sometime in the future. Pre-encumbering funds is an acceptable practice even when a vendor has not been selected for a potential purchase. An RQ will remain on the open item tables until it is either automatically closed by a referencing intra-governmental purchase order or manually closed out by a modifying RQ transaction (reducing the requisition to \$0) when a vendor purchase order is used to encumber funds. See Modify a Requisition in the WiSMART Procedures Manual for data entry information.
